

DUTY STATEMENT

GS 907T (REV. 03/03)

SHADED AREA FOR HUMAN RESOURCES ONLY

INSTRUCTIONS: Refer to the Essential Functions Duty Statement Preparation and Construction Manual for Instructions

RPA-

11580 - OBAS

EFFECTIVE DATE:

1. DGS OFFICE OR CLIENT AGENCY Office of Business and Acquisition Services	POSITION NUMBER (Agency - Unit - Class - Serial)
2. UNIT NAME AND CITY LOCATED Contract Services Section/ West Sacramento	3. CLASS TITLE Staff Services Manager II (Sup)
4. WORKING HOURS/SCHEDULE TO BE WORKED 8a.m. to 5.p.m.	5. SPECIFIC LOCATION ASSIGNED TO 707 Third Street 2 nd Floor, West Sacramento
6. PROPOSED INCUMBENT (If known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 306-031-4801-925

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

8. **BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS**

Under the general direction of the Chief of Office of Business and Acquisition Services (OBAS), the incumbent is responsible for managing three of the six contracts units within the Contract Services Section, which includes setting policies, objectives, goals, plans, and provides direction to subordinate managers. The SSMII provides Departmental review and approval of the departments Service Contracts, Architecture Contracts and Engineering functions; acts as the Assistant Contracts Manager for the department; provides overall direction on aspects of the Departments contracts; serves as the liaison between the Departments and higher control agency levels.

9. Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)
	<p>The Department of General Services (DGS) Core Values and Expectations of Supervisors and Managers are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS managers and supervisors are to adhere to the Core Values and Expectations of Supervisors and Managers, and to exhibit and promote behavior consistent with those values and expectations.</p> <p>This position is designated under the Conflict of Interest Code. The position is responsible for making, or participating in the marketing of, governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete a Form 700 within 30 days of appointment and annually thereafter. Failure to comply with the Conflict of Interest Code requirements may void the appointment.</p> <p>All work is to be accomplished in accordance with the guidelines of the Department of General Services (DGS), Administration Division (AD), Office of Business and Acquisition Services' (OBAS), Contracts Management Section (CMS) utilizing Strategic Plans, DGS, OBAS and CMS Policy Manuals and Memorandums; divisional policies as applicable for acquisitions related to specific programs; the Real Estate Services Division's (RESA) General Conditions for the Course of Construction (RGC), the State's General Terms and Conditions (GTC), and published directives within the Government Code (GC), Public Contract Code (PCC), California Code of Regulations (CCR), State Administrative Manual (SAM), State Contracting Manual (SCM), Purchasing Authority Manual (PAM), Civil Code (CC), Labor Code (LC), Business and Professions Code (BPC), Administrative Orders and Executive Orders.</p>

11. **SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE**

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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12. **EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT**

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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9. Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
	<p>ESSENTIAL FUNCTIONS</p> <p>35% POLICY AND PROGRAM EVALUATION As a member of the OBAS Executive Team consisting of the Office and Section Managers, the incumbent has section wide responsibility for managing practices within OBAS in order to support the Department, Division and Office mission, program goals and objectives utilizing a variety of management techniques, the incumbent:</p> <ul style="list-style-type: none"> • Administers and resolves complex policies and operational problems involving administrative issues and procedures • Facilitates the development of immediate and long-range plans for providing and monitoring contracting functions to DGS programs • Provides overall management and direction of all non-information technology contracting activities • Provides recommendations to DGS for implementing legislation by reviewing proposed legislation to determine impact on the OBAS procurement operations • Provides overall administrative guidance and assistance to the OBAS Office Chief as it relates to the contracting for construction, non-IT goods and services, and interagency agreements <p>35% DAILY OPERATIONS In order to meet program goals and objectives, manages and coordinates the daily operation of multiple organization units by providing direction, guidance, and leadership to subordinate staff, in accordance with DGS policies, procedures, MOUs and processes, the incumbent:</p> <ul style="list-style-type: none"> • Provides overall management and direction of various human resources activities and issues involving the DGS Administration Division (i.e. recruitment, retention, labor relations, constructive intervention/adverse actions, workers' compensation, reasonable accommodation, training and upward mobility) • Provides overall management and direction of all administrative activities (records management, operations policy and procedures, merit award, reportable issues, legislation, and equipment inventory) • Provides program direction in the areas of information technology to develop policies and procedures for statewide implementation of and the administration of ABMS and other databases as it applies to procurement • Develops long range goals and strategies for OBAS procurement in the areas of information technology to ensure the Section keeps pace with new technologies related to contracts management • Provides overall management and direction of occupational health and safety, and environmental programs • Establishes short and long term organizational goals, objectives, policies and procedures for all subject areas; monitors and evaluates effectiveness and efficiencies and makes subsequent changes required for improvement • Plans, manages, directs, and assigns projects and review work accomplishments based on knowledge of department-wide goals, objectives, and priorities. This includes identifying key issues, developing and comparing alternatives, and selecting and defining solutions using relevant facts and details • Prepares and directs the preparation of the most difficult and sensitive reports, correspondence of presentation to or for the Office Chief, Deputy Director, Executive Management, external entities, and control agencies. Respond to Legislative and special projects related to the OBAS procurement • Meets, confers, and negotiates with departmental Chiefs, Executive Management, and staff regarding the needs and/or issues within their program related to services provided by OBAS

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	<p>ESSENTIAL FUNCTIONS, DAILY OPERATIONS, continued</p> <ul style="list-style-type: none"> • Consults with key staff regarding the development, implementation, and ongoing operation of new or revised programs • Meets and negotiates with other State agency managers, federal and local government agencies, and the private sector on the most difficult and sensitive OBAS subject matters • Prepares daily, weekly and monthly management unit reports to Deputy Director/Office Branch Chief <p>15% As a member of the OBAS Executive Team, the incumbent has section wide responsibility for developing, and implementing policies, standards, procedures, strategies, and practices within OBAS in order to support the Department, Division and Office mission, program goals and objectives utilizing a variety of management techniques, the incumbent:</p> <ul style="list-style-type: none"> • Oversees the development and implementation of new procedures and policies • Establishes Section fiscal policies to administer Section budget • Establishes Section policies and procedures in the areas of human resources, labor relations, workers' compensation, contracting, health and safety, and systems technology • Establishes occupational and environmental health and safety policies, standards, procedures, strategies, and practices within Section <p>10% SUPERVISORY RESPONSIBILITIES In order to supervise staff in accordance with DPA and SPB laws and rules, Bargaining Unit Agreements guidelines, DGS policies and guidelines and Worker's Compensation and CalOSHA guidelines, the incumbent:</p> <ul style="list-style-type: none"> • Evaluates performance and provides training using DGS appraisal forms • Prepares written performance evaluations using probationary reports and Individual Development Plans under established timelines • Provides injured employee(s) with the Employee's Claim For Worker's Compensation Benefits (SCIF 3301) and completes the SCIF Occupational Injury Report (SCIF 3067) • Follows departmental Return to Work and Bargaining Unit Agreement guidelines for the purpose of returning employees to full duty • Encourages staff participation in departmental training for upward mobility purposes. • Takes corrective action to improve performance following the Department's Constructive Intervention process <p>5% In order to maintain an accurate reporting to the SCO for issuance of correct payroll warrants of subordinate staff's time or accurate reporting to the OFS for the billing of services for clients through the use of the Project Accounting & Leave (PAL) system in accordance with DGS policies and guidelines, MOU provision and SPB and DPA laws and rules, the incumbent:</p> <ul style="list-style-type: none"> • Grants or denies subordinate staff request for time off or requests to work overtime • Ensures subordinate staff has sufficient leave credits available for the leave requested • Approves PAL entries for subordinate staff on dock or AWOL on or before the designated SCO semi-monthly or monthly payroll cut-off date (to ensure the correct issuance of an SCO warrant for pay day) • Approves or disapproves PAL entries for subordinate staff within three working days after the completion of the pay period (to ensure the correct issuance of an SCO warrant that is returned to SCO for late dock, issuance of correct overtime pay due to an employee, and/or proper billing to clients for services rendered) • Approves travel and leave requests for staff following leave usage guidelines • Conducts, arranges and approves training for staff to increase staff knowledgebase

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	<p>KNOWLEDGE AND ABILITIES</p> <p>Knowledge of: Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process; the administration and department's goals and policies; governmental functions and organization at the State and local level; department's Equal Employment Opportunity objectives; and a manager's role in the Equal Employment Opportunity Program and the processes available to meet equal employment opportunity objectives.</p> <p>Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex Staff Services program; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively contribute to the department's equal employment opportunity objectives.</p> <p>SPECIAL PERSONAL CHARACTERISTICS:</p> <p>Demonstrated ability to act independently, open-mindedness, flexibility, and tact.</p> <p>Knowledge of the State Contracting Manuals (SCM), Volume 1, 2 and 3; possess strong organizational skills; excellent oral and written communication skills; ability to make prompt and sound decisions; ability to foster a supportive team environment for subordinate managers and employees; flexibility and willingness to deal with change and thrive in any environment</p> <p>Familiarity and sensitivity to the priorities, missions and goals of the Administration, Department, Office and Section and the ability to apply the asset management program needed to accomplish them; ability to recognize and appropriately advise management on potential politically sensitive issues; demonstrated experience in evaluating and developing alternatives to resolve complex managerial problems with the highest level of interpersonal and negotiating skills.</p> <p>DESIRABLE QUALIFICATIONS:</p> <ul style="list-style-type: none"> • Experience in developing, planning, organizing and directing the work of a multidisciplinary professional, technical and administrative staff • Experience in developing and implementing department and/or statewide policy • Experience in managing a complex budget • Experience in building operations and maintenance <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</p> <ul style="list-style-type: none"> • Requires ability to communicate confidently and courteously with people of different backgrounds, ethnic origins, and personality types and at various level of responsibility within state government. • Work under pressure and meet tight deadlines • Appropriate attire for professional office environment • Function effectively in automated environment • Daily use of personal computer and related software applications • Daily use of office machinery (fax, copier, etc.) • Work overtime as required • Occasional statewide travel for walk-throughs and training